

Champlain Heights Community Association

Board of Directors Meeting Minutes – In person - March 28th, 2023

Attending: Andrew Pereda, Scott Glasgow, Damian Assadi (via video conferencing), Andrei Studenov, Silvia Hagen, Shannon Carnagie; Grant Matsuda, with Maria Rantanen and Juliana De Souza arriving as guests

Regrets: None

1. Call to Order - The meeting was called to order at 7:01pm.

2. Approval of the Agenda

Moved by: Silvia Seconded by: Andrei CARRIED

3. Approval of the Minutes – February 27th, 2023

Moved by: Silvia Seconded by: Andrew CARRIED

4. Guests – Maria Rantanen and Juliana De Souza interested in joining the Board of Directors

Moved by: Scott Seconded by: Shannon Followed by: Silvia CARRIED **4.2**

Motion for Juliana De Souza to join the CHCA Board of Directors

Moved by Scott Seconded by: Shannon Followed by: Maria

5. Treasurer report – Andrei (5 minutes)

5.1 Financial Report

Monthly report was presented. Noted that we are well above budget

estimation. **6. Programming Committee Meeting report – Andrew (15 minutes)**

Grant application procedures were discussed. Shannon requested access to the General Ledger for assistance in writing said proposals. Question was requested to be restated, with more specific financial requests, to be routed through Andrei for the financial details of the programs in question.

6.1 Audit of wage increases and guidance (ie. completed for fall season)

Board asked Grant to get a list of CHCA staff with recent wage increases to be used in creating a calendar year wave increase date.

6.2 Bonnie McCoy requesting revenue split, rather than hourly. Dave to send historic numbers - update

Motion to put Bonnie McCoy on revenue split for her exercise programs effective immediately

Moved by: Silvia Seconded by: Andrei CARRIED

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6.3 Yoga instructor request for new equipment – Silvia follow up

Silvia provided a fascinating example of the condition the yoga mats were in, and why they need better cleaning and maintenance.

Grant offered to put Center Staff on cleaning the yoga equipment, and children's programming equipment.

Silvia will parse the most recent inventory list to and highlight what equipment is in most need of extensive cleaning.

6.4 Ribbon cutting ceremony for new playground – soft/hard open, timeline

No dates yet, but the current plan is to host a celebration after a soft open.

6.5 Ideas to fill rooms – suggestions from community, brought to program

committee **7. Marketing Report – Rob/Andrew (15 minutes)**

7.1 Spring Brochure postcard sent out – brochures arrival?

Brochures have arrived.

7.2 Errors on website and program dates for spring

Grant will advise Dave to correct errors on the brochure. Potentially with an insert or sticker directing readers to the website.

7.3 Community Committee idea

Andrew presented a community committee to connect with co-ops and communities with announcement boards to help spread word of CHCA events and activities

8. Secretary Report (10 minutes)

8.1 Organization of storage and filing cabinet – update

Acknowledgement of Rob's work organizing our filing cabinet, and its continued use by

Andrei. 8.2 Addition of meeting minutes and AGM to our website

This has been done.

8.3 In the works of having email consent on Active Net for membership notification

Dialog boxes have to be added to every program on Active Net allowing people to grant consent to receiving community newsletters and memos.

8.4 Communication to members and continuous filing systems

Shannon shared her concerns with bylaw compliance regarding the board's responsiveness to ledger queries.

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9. Everett Crowley Park Committee report – Damian (5 minutes)

9.1. Updates

Earthfest is coming together smoothly and under budget.

Action: Disperse requested Honorarium for \$200 to Drumming Performance for

Earthfest. Moved by: Seven Seconded by: Silvia CARRIED

10. Playground Committee report – Scott (5 minutes)

10.1 Playground project approaching and preparing for disposal estimates

Scott has been in contact with several disposal companies to create an estimate for the old playground removal.

Parts costs rising has put the playground over budget while adding in ballpark estimates for the old playground removal. Scott is working with Kinsol to put our build back within budget.

10.2 Sport Court awaiting Jack Tupper for estimates, which can then be discussed regarding the future of the project

Still awaiting responses from Jack Tupper for possible builders.

11. Preschool Report – Andrew/Scott (10 minutes)

11.1 Meeting with Dawn and Mimi

Continued monthly meetings are happening to improve

11.2 Contract preparation and compensation for education

Work proceeding to present contracts next week.

11.2 Proposal for Champlain Annex usage - Update

No work has been done on this as yet.

12. Park Board Report – Grant Matsuda (5 minutes)

Grant provided an update that the outside of the community center is scheduled to be painted. Though no date has been set.

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13. Other Business (20 minutes)

- VEMA involvement/procedures by CHCA

Emergency Preparedness was decided to be too complicated a prospect to be handled solely by a small committee outside of the CHCA. Grant confirmed that the key to the emergency preparedness bin is on-site should the need arise to use it. Shannon may work as an individual, to provide materials to the center to use at their discretion.

Adjournment at 9:33 pm Next meeting: Tuesday April 25th, 2023 at 7:00pm